



OFFICIAL GAZETTE

GOVERNMENT OF GOA

EXTRAORDINARY

GOVERNMENT OF GOA

Department of Power

Notification

15/3/CEE/TECH/474

Whereas the Government of Goa has considered it expedient to carry out the Enlistment of electrical contractors in the Electricity Department.

Now, therefore the Government of Goa hereby notifies the Rules of enlistment of Contractors in Electricity Department, Goa 2005, annexed hereto with effect from the publication of this Notification in the Official Gazette.

By order and in the name of the Governor of Goa.

Nirmal Braganza, Chief Electrical Engineer.

Panaji, 5th September, 2005.

Rules of enlistment of contractors in Electricity Department, Goa, 2004

1.0 Title.— These rules shall be called the "Rules of Enlistment of Contractors in Electricity Department, 2005" and shall come into force with effect from the date of publication of the Notification in this regard.

2.0 Short title.— Hereinafter these rules shall be referred to as "Enlistment Rules, 2005" for the sake of brevity.

3.0 Applicability.— Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company is entitled to get enlistment as a Contractor in the Electricity Department, Goa under these rules, provided the eligibility criteria and other specified conditions are satisfied. The enlisted Contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.

3.1 No individual, or a firm having such individual as one of the partners, who is a dismissed Government Servant; or removed from the approved list of Contractors or having business banned; suspended by any Government Department in the past; or convicted by a Court of Law shall be entitled for enlistment.

3.2 No engineer of Gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in the Engineering Department of the Government of Goa shall be allowed to work in the Electricity Department, Goa either as a contractor or as an employee of a contractor for a period of two years from the date of his retirement from Government Service, without the prior permission of the Government. If subsequently, either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government as aforesaid, his name is liable to be removed from the list of approved contractors.

3.3 A Contractor is not permitted to have enlistment in more than one class in the Electricity Department, Goa.

3.4 A partner of a firm or a Director of a Company enlisted as a Contractor, cannot be a Partner/Director in any other enlisted firm/company.

4.0 Scope.— 4.1 The enlistment of a Contractor in Electricity Department, Goa shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in individual Notice inviting tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.

4.2 No tender form shall be issued to a contracting firm unless it is registered in the Electricity Department, Goa for the appropriate Class of work except for specialized jobs, for which pre-qualifications and pre-conditions are required to be decided by the Head of the Department of Electricity Department, Goa.

4.3 The registered Contractor in Electricity Department, Goa either individual, partnership firm or Company who have four or more works in hand in their names obtained from the Electricity Department, Goa shall not be entitled to have any fresh tender forms for further works unless they physically complete at least one work out of four in hand.

5.0 Enlistment Procedure.— 5.1 The contractor shall have to submit the application in the prescribed form (Annexure-I) to the enlistment authority, complete with all documents as per Annexure-II.

5.2 Incomplete applications and applications not accompanied with the necessary documents are liable to be rejected.

5.3 The enlistment authority shall have the right to independently verify the details furnished by the contractor and to get works done by the contractor inspected and/or to get such other reports as may be considered necessary/inspect the office of the contractor.

5.4 If the enlistment authority finds the contractor suitable for enlistment, it shall issue the enlistment order and, otherwise, send a letter of rejection to the application to the contractor. The decision of the enlistment authority shall be final and binding on the contractor.

6.0 Period of enlistment.— The enlistment shall be valid for a period of five years. The enlistment can, however, be renewed in accordance with rules in this regard. Each renewal shall be for a period of five years from the date of expiry of the previous enlistment/renewal. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at any time if considered necessary by the enlistment authority, after issue of show cause notice.

7.0 Classes and Tendering Limits.— The enlistment shall be done in the following categories and classes and the tendering limits shall be as shown against each class.

Sr. No.	Category	Class	Tendering Limits Rs. in lakhs
1.	Electrical	(a) I - A	200.00
		(b) I - B	50.00
		(c) II	20.00
		(d) III	7.50
		(e) IV	3.00

8.0 Authority for Enlistment.— The Chief Electrical Engineer, Electricity Department, Goa shall be the Appropriate Authority for Enlistment/Renewal of registration of Contractors. The Enlistment Authority shall constitute a Committee for the purpose of Enlistment/Renewal.

9.0 Eligibility criteria.— The contractors shall have to satisfy the minimum eligibility criteria as detailed below, before they can be considered for enlistment under the respective Classes;

CLASS I - A

(a) Contractors desiring enlistment in this class shall be Private Limited or Public Limited Company.

(b) Contractors desiring enlistment in this class should possess a valid Electrical Contractor's License of appropriate voltage class.

(c) Contractors desiring enlistment in this class should have a Permanent Engineering Organization capable of dealing with large works in all their stages. They should have sufficient machinery and tools, etc., at their disposal for which they should also submit details. They should submit along with their application, full details about their Engineering Organization.

(d) The applicant should have successfully completed at least three electrical works such as Sub-Stations, transmission/distribution lines (overhead/underground) of Central/State Government Departments/Organizations/Autonomous Bodies/Corporations each costing not less than Rs. 50.00 lakhs during the last five years, on the date of application. The applicant shall submit alongwith the application the certificates of the aforesaid works from the clients in the prescribed Proforma (Annexure-IV)

(e) The applicant should furnish a solvency certificate for not less than Rs. 50 lakhs in the prescribed Proforma (Annexure-V-A) from his bankers. Such Certificate shall be issued by a scheduled Bank and shall be submitted, in original, in a bank sealed cover, addressed to the Enlistment Authority.

CLASS I - B

(a) Contractors desiring enlistment in this class should possess a valid Electrical Contractor's License of appropriate voltage class.

(b) Contractors desiring enlistment in this class should have permanent Engineering Organization capable of dealing with large works in all their stages. They should have sufficient machinery and tools, etc., at their disposal for which they should also submit details. They should submit with their application, full details about their Engineering Organization.

(c) The applicant should have successfully completed at least three electrical works such as Sub-Stations, transmission/distribution lines (overhead/underground) of Central/State Government Departments/Organizations/Autonomous Bodies/Corporations each costing not less than Rs. 15.00 lakhs during the last five years, on the date of application. The applicant shall submit alongwith the application the certificates of the aforesaid works from the clients in the prescribed Proforma (Annexure - IV).

(d) The applicant should furnish a solvency certificate for not less than Rs.15 lakhs in the prescribed Proforma (Annexure V-A) from his bankers. Such Certificate shall be issued by a scheduled Bank and shall be submitted, in original, in a bank sealed cover, addressed to the Enlistment Authority.

CLASS II

(a) Contractors desiring enlistment in this class should possess a valid Electrical Contractor's License of appropriate voltage class.

(b) Firms desiring enlistment in this class should have satisfactorily executed at least three electrical works such as sub-stations, transmission/distribution lines (overhead/underground) of Central/State Government Departments/Organizations/Autonomous Bodies/Corporations each costing not less than Rs. 10.00 lakhs during the last five years, on the date of application. The applicant shall submit alongwith the application the certificates of the aforesaid works from the clients in the prescribed Proforma (Annexure - IV).

(c) The contractor or firm having no past experience of works shall also be eligible for enlistment in this class provided—

(i) The applicant furnishes a Working Capital Certificate in the prescribed Proforma (Annexure - V - B) for not less than Rs. 5.00 lakhs from his bankers. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a bank sealed cover addressed to the Enlistment Authority.

(ii) The individual or one of the partners of the firm should however be a qualified graduate Electrical Engineer of recognized University with not less than 5 years experience.

CLASS III

(a) Contractors desiring enlistment in this class should possess a valid Electrical Contractor's License of appropriate voltage class.

(b) Firms desiring enlistment in this class should have satisfactorily executed at least three electrical works such as sub-stations, transmission/distribution lines (overhead/underground) of Central/State Government Departments/Organizations/Autonomous Bodies/Corporations each costing not less than Rs. 2.00 lakhs during the last five years, on the date of application. The applicant shall submit alongwith the application the certificates of the aforesaid works from the clients in the prescribed Proforma (Annexure - IV).

(c) The contractor or firm having no past experience of works shall also be eligible for enlistment in this class provided—

(i) The applicant furnishes a Working Capital Certificate in the prescribed Proforma (Annexure V-B) for not less than Rs. 1.50 lakhs from his bankers. Such certificate shall be issued by a scheduled bank and shall be submitted, in original in a bank sealed cover addressed to the Enlistment Authority.

(ii) The individual or one of the partners of the firm should however be a qualified graduate Electrical Engineer of recognized University with not less than 3 years or a diploma Electrical Engineer from recognized Board with not less than 5 years experience.

CLASS IV

(a) Contractors desiring enlistment in this class should possess a valid Electrical Contractor's License.

12.0 Employment of Technical Staff.— Contractors enlisted in class I-A, I-B, II, III and IV shall be required to employ technical staff of electrical engineering branch whenever they execute works in the Department as given below:

(i) For works costing more than Rs. 50 lakhs	One qualified engineer possessing a University degree in Electrical Engineering and having experience of not less than 5 years.
(ii) For work costing more than Rs. 25 lakhs and less than Rs. 50 lakhs.	One qualified engineer possessing a University degree in Electrical Engineering and having experience of not less than 3 years or a recognized Diploma Holder in Electrical Engineering with not less than 7 years experience.
(iii) For works costing more than Rs. 10 lakhs and less than 25 lakhs.	One qualified Engineer possessing a University Degree in Electrical Engineering or a recognized Diploma Holder in Electrical Engineering with not less than 5 years experience.
(iv) For works costing more than Rs. 3 lakhs and less than 10 lakhs.	One qualified Diploma Holder in Electrical Engineering and having experience of not less than 3 years.

13.0 Enlistment Fee.— The contractor shall pay Registration/Renewal fees (non-refundable) for enlistment as Contractors in Electricity Department, Goa for different classes of contractors, as shown in the Schedule below:

Class of Registration	Fees for fresh Registration/upgradation (Reg. validity for 5 years)	Fees for Renewal (Reg. validity for 5 years)
I-A	Rs. 25,000.00	Rs. 12,500.00
I-B	Rs. 20,000.00	Rs. 10,000.00
II	Rs. 10,000.00	Rs. 5,000.00
III	Rs. 6,000.00	Rs. 3,000.00
IV	Rs. 4,000.00	Rs. 2,000.00

14.0 Income tax Clearance.— The Contractor shall produce a copy of Permanent Account Number (PAN) issued by Income Tax Department of individual contractors, the PAN shall be in their own name and in case of Partnership Firm/ /Company the PAN shall be in the name of the Firm/Company. After enlistment, he shall have to file his Annual Income Tax Returns with the Income Tax department every year and submit the copy of the same to the enlistment authority by the end of December every year. Failure to do so without any justifiable reason will render the Contractor liable to be removed from the approved list of Contractors. In case of partnership firms, Income Tax Returns shall be filed in the name of firm and in case of a Company in the name of Company.

15.0 Electrical Contractor's License.— The Contractors shall have to produce a valid Electrical Contractor's License from the Competent Authority in the name of the applicant Contractor/ /partnership firm/Company. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal.

16.0 Change in Constitution of Firm.— The Contractor/firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft Partnership Deed/Affidavit and documents as per Annexure - VI. Any change in status of the Contractor as an "Individual" or in constitution of the firm without prior approval of the enlistment authority will render the Contractor/firm liable to be removed from the approved list of Contractor.

16.1 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/ /joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.

16.2 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned in Rule 3.0.

16.3 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn.

17.0 Change in Address.—

(a) While applying for enlistment, the Contractor should mention address of his registered Office as well as Head Office, if different. All documents, i.e. PAN Card Income Tax Returns, Solvency Certificate, Working Capital Certificate, Electrical license, etc., should bear one of the above addresses, otherwise the same shall not be accepted.

(b) The Contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change. Failure to do so may result in removal of his name from the approved list of Contractors.

18.0 Near Relatives Working in Electricity Department, Goa.— Contractors whose near relatives are Divisional Accountant or Engineering Officers between the grades of Superintending Engineer and Assistant Engineer (both inclusive) in the Electricity Department, will not be allowed to tender for works if the circle responsible for award and execution of contract is the one where the near relative is working. For this purpose, a near relative shall mean wife, husband, parents, children, brothers, sisters and their corresponding in-laws.

19.0 Review of approved list of Contractors.— Contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose, the enlistment authority shall have the power to periodically review the approved list of contractors.

20.0 Renewal of Enlistment.— The validity of initial enlistment of the Contractor shall be for a period of 5 years. It shall however, be renewed on merits if desired by the Contractor.

20.1 Only the Contractor who has secured at least one electrical work of the quantum equivalent to the tendering limit of the next lower Class from Goa State Government Departments/ /Organizations/Autonomous Bodies/Corporations during the period of enlistment or last renewal period of enlistment, as the case may be shall be considered for renewal.

20.2 In case they fail to secure any work, they should at least produce three certificates each of the quantum equivalent to the tendering limit of the next lower Class in the prescribed Proforma (Annexure-X) from Goa State Government

Departments/Organizations/Autonomous Bodies/Corporations during the period of enlistment or last renewal period of enlistment, as the case may be, certifying therein that they have participated in tendering and submitted their valid tenders with E.M.D and other necessary requisites. Based on such documentary proof, their registration shall be considered for renewal.

21.0 Application for Renewal.—

21.1 The contractor shall apply for renewal of his enlistment in the prescribed form (*Annexure - VIII*) along with all documents as per *Annexure - IX*, so as to reach the enlistment authority at least 2 months before expiry of his enlistment.

21.2 The Contractor should submit a list of all works secured by him during the last five years in the proforma as given in *Annexure - III*.

21.3 The renewal application with all documents shall however, be accepted up to the date of expiry of enlistment with late fee, which shall be 50% of the normal renewal fees.

21.4 For delay beyond the date of expiry of registration, the existing registration shall be treated as cancelled and the contractor will have to apply for fresh registration on payment of prescribed registration fee, subject to fulfillment of eligibility conditions for fresh registration.

22.0 Performance Reports.— For all the works executed by the contractor costing over Rs. 10.00 lakhs, the Divisional engineers shall submit Confidential Reports in *Appendix 54* of CPWD Manual Vol. II to the next higher authority for assessment (*Annexure - VII*).

23.0 Contractor's Obligation.— The Contractor should fulfill all his obligations under these rules in time and manner as specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below.

a. Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company.

b. Intimation of change of address should be given in advance or within one month.

c. He should obtain valid electrical contractor's license for the State in which he wants to tender.

d. He should secure at least one work/participate in tendering of three works of specified magnitude during the period of enlistment/renewal as per Clause 21.1/21.2.

e. He shall abide by these rules.

f. He should not indulge in unethical practices.

g. He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

24.0 Disciplinary Actions.— The Contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works satisfactorily, on time and with good quality. The enlisting authority shall have the right to demote a Contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of Contractors after issue of Show Cause Notice. Decision of the Enlistment Authority shall be final and binding on the Contractor. The following actions of the Contractor shall, in general, make him liable to disciplinary actions.

24.1 Demotion to a lower class.— Unless otherwise decided for reasons to be recorded in writing, the Contractor shall be liable to demotion to a lower class, by the enlisting authority, if he:

a. no longer has adequate equipment, technical personnel or financial resources; or

b. is litigious by nature; or

c. violates any important condition of contract; or

d. is responsible for a conduct which may justify his demotion to a lower class.

24.2 No contractor, who is demoted to a lower class shall be eligible for enlistment in higher class for a minimum period of five years from the date of such demotion.

24.3 Suspension of business.— The enlistment authority may suspend business with a Contractor for indefinite period where, pending full enquiry into the allegations, the enlistment authority is

prima facie of the view that the Contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the Contractor.

24.4 Removal from the approved list.— Unless otherwise decided for reasons to be recorded in writing, the name of the Contractor may be removed from the approved list of Contractors, by the enlisting authority, if he:

(a) Do not submit their offers after the purchase of tender documents consecutively three times.

(b) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or

(c) is proved to be responsible for constructional defects in two or more works; or

(d) persistently violates any important conditions of the contract; or

(e) fails to abide by the conditions of enlistment; or

(f) is found to have given false particulars at the time of enlistment; or

(g) has indulged in any type of forgery or falsification of records; or

(h) changes constitution of the firm or individual without prior approval of the enlistment authority; or

(i) changes permanent address/business address without intimation to the enlistment authority; or

(j) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or

(k) persistently violates the labour regulations and rules; or

(l) is involved in complaints of serious nature received from other departments which *prima facie* appear to be true; or

(m) is a default in settlement of tax dues like Income Tax, Contract Tax, Sales Tax, Octroi, Duties, etc.

24.5 If the name of the contractor is removed from the approved list by the Enlistment Authority under any of the sub-clauses (a) to (l) of Clause 25.4. above, the contractor shall not be entitled for re-enlistment.

25.0 Revision of the Rules.— The Enlistment Authority may modify, add, delete and/or change any of the above rules and the same shall be binding on all the enlisted contractors.

26.0 Removal of doubts.— If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Chief Electrical Engineer, Electricity Department, who shall decide the same.

ANNEXURE - I

ELECTRICITY DEPARTMENT

GOVERNMENT OF GOA

APPLICATION FOR ENLISTMENT AS CONTRACTOR

(The applicant should study carefully the Rules of enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence).

CLASS

1. Name of applicant **Shri/M/s.**

2. Nationality **Indian**

3. Address Regd. Office

Other

Head Office of the _____

4. Telephone Number.....

Fax No.....

5. Constitution Individual.....

Sole Proprietorship concern.....

Partnership Firm.....

Public Ltd. Company.....

Private Ltd. Company.....

Proprietary concern.....

6. If partnership firm, name of the partners/if Company, name of Directors.....

1.....

2.....

3.....

4.....

5.....

6.....

7. Is the individual/sole proprietor/any partner/Directors of Company:

Yes..... No.....

(a) Dismissed Government Servant.....

Yes..... No.....

(b) Removed from approved list of Contractors.....

Yes..... No.....

(c) Demoted to a lower class of Contractors.....

Yes..... No.....

(d) Having business banned/suspended by any Government in the past.....

Yes..... No.....

(e) Convicted by a Court of Law.....

Yes..... No.....

(f) Retired Engineer/Official from Engineering Department from Government of Goa within last two years.....

Yes..... No.....

(g) Director or Partner of any Company/Firm enlisted with PWD or any other Department.....

Yes..... No.....

If answer to any of the above is "Yes" furnish details on a separate sheet.

8. (a) Name of person holding power of attorney

(b) Nationality Indian..... Other.....

(c) Liabilities.....

9. Name of Bankers with full address.....

10. Place of business.....

11. Full time technical staff in applicant's employ:

(a) Graduate Electrical Engineers with minimum 5 years experience Nos.....

(b) Graduate Electrical Engineers with minimum 3 years experience [excluding (a) above]. Nos.....

(c) Graduate Electrical Engineers with less than 3 years experience [excluded (a) and (b) above]. Nos.....

(d) Diploma Electrical Engineers with minimum 3 years experience Nos.....

(e) Diploma Electrical Engineers with less than 3 years experience Nos.....

12. Does the applicant have sufficient T & P Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for (Attach details on separate sheet) Yes No

13. Does the applicant possess valid Electrical Contractor's Licence Yes No

14. (a) Whether already enlisted with Electricity Department, Goa or any other Department. Yes No

(a) If yes, give details:

(i) Name of the department
(ii) Class and category
(iii) Enlistment authority and address
(iv) Enlistment No. and Date
(v) Date of validity
(vi) Tendering limit

15. Is any person working with the applicant a near relative of any officer/official of the Electricity Department, Goa (see Rule 18 of the Enlistment Rules). If answer to above is yes, give details. Yes No

16. Details of works completed and in progress (which were secured during the last 5 years) (to be filled in proforma as given in Annexure-III). This list should include all works done whose gross amount of work done is more than the required magnitude for the class in which registration is required.

17. Certificates from clients in original as per proforma given in Annexure IV for all eligible works.

18. Certificates:

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in the Electricity Department, Goa as amended up to date and shall abide by them.

(ii) I/We certify that I/We will not get myself/ourselves registered as Contractor(s) in the Department under more than one name.

(iii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am liable to be debarred.

(iv) (a) I certify that I did not retire as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in any Engineering Department of the Government of Goa during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name).

(b) We certify that none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

(Strike out whichever is not applicable).

Signature(s) of applicant(s):

Name	Date	Signature	Printed Name	Address
1.				
2.				
3.				
4.				
5.				
6.				

Date:

No. of documents attached

ANNEXURE-II
DOCUMENTS ATTACHED FOR ENLISTMENT

Sl. No	Document	Yes	No.
1.	Proof of constitution (Sl. No. 5):		
	(a) In case of sole proprietorship/HUF: an affidavit executed before a 1st Class Magistrate that the applicant is the sole proprietor of the firm/Karta of HUF:		
	(b) In case of partnership firm submit attested copies of:—		
	(i) Partnership deed attested by Notary Public.		
	(ii) Form "A" or equivalent form issued by Registrar of Firms.		
	(iii) Form "B" or equivalent form issued by Registrar of Firms.		
	(iv) Form "C" or equivalent form issued by Registrar of Firms.		
	(c) In case of Private/Public Ltd. Co., Article of Association duly attested by Notary Public.		
2.	Power of attorney, if any (Sl. No. 8), attested by Notary Public.		
3.	Solvency Certificate/Working Capital Certificate from scheduled bank in the proforma given in Annexure-V-A/V-B. The certificate should be on the bank's letterhead and in sealed cover and shall be addressed to the concerned Enlistment Authority (Sl. No. 9).		
4.	Technical Staff: (Sl. No. 11)		
	(i) List of full time technical staff with qualification and experience of each.		
	(ii) Attested copies of the degrees/diplomas of the technical staff.		
	(iii) Declaration from the technical staff that they are employed with the applicant.		
5.	List of M/C, T & P including electrical instruments, possessed by the applicant. Full details and location of workshop including details of Machines and Equipment provided and proof of sufficient stock of materials as required for respective category. (Sl. No. 12)		
6.	Attested copy of valid Electrical Contractor's License (Sl. No. 13)		
7.	Attested copy of Enlistment order (Sl. No. 14)		
8.	List of all near relatives working in Goa, Electricity Department, Goa including their addresses (Sl. No. 15). See also Rule 18.0 of Enlistment Rule.		
9.	Original or attested copies of certificates for works done, from concerned clients, in proforma as given in Annexure - IV.		
10.	Attested copies of award letters for works included in Annexure - III.		
11.	Valid and attested copy of Permanent Account Number.		

ANNEXURE - III

WORKS COMPLETED AND IN PROGRESS DURING THE LAST FIVE YEARS
(INCLUDING ALL WORKS AWARDED)

(Add additional sheets, if necessary)

Sl. No.	Name of the work and Agreement No.	Date of start	Stipulated date of completion	Actual date of completion	Reasons for delay and compensation levied, if any	Tendered cost	Gross cost of completion	Net amount received	Name, designation and complete address of the authority for whom the work was done.
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ANNEXURE - IV

CLIENT'S CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

Name and address of the Client.....

Details of Works executed by Shri M/s.....

Sl. No.	Particulars	Performance
1.	Name of work with brief particulars	
2.	Agreement No. and Date	
3.	Date of commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation levied for delay, if any	
7.	Tendered amount	
8.	Gross amount of the work completed	
9.	Name and address of the authority under whom works executed	
10.	Whether the Contractor employed qualified Engineer/Overseer during execution of work?	
11.	(i) Quality of work (indicate grading) (ii) Amount of work paid on reduced rate basis, if any	Outstanding/V. Good/Good/Poor
12.	(i) Did the Contractor go for arbitration? (ii) If yes, total amount of claim. (iii) Total amount awarded.	
13.	Comments on the capabilities of the Contractor.	
	(a) Technical Proficiency	Outstanding/V. Good/Good/Poor
	(b) Financial Soundness	Outstanding/V. Good/Good/Poor
	(c) Mobilization of adequate T & P	Outstanding/V. Good/Good/Poor
	(d) Mobilization of manpower	Outstanding/V. Good/Good/Poor
	(e) General behaviour	Outstanding/V. Good/Good/Poor

"Countersigned"

Signature of the
 Reporting Officer with Official seal

Officer of the rank of Superintending
 Engineer or equivalent

ANNEXURE - V-A

PROFORMA FOR SOLVENCY CERTIFICATE

CLASS I-A/I-B

SOLVENCY CERTIFICATE

This is to certify that to the best of our knowledge and information M/s having partner/Directors having marginally noted address, a customer of our Bank are respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees).

(Signature with rubber stamp)

of the Branch Manager

Bank Seal

NOTE: In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

ANNEXURE - V - B

PROFORMA FOR WORKING CAPITAL CERTIFICATE CLASS II/III/IV/V

WORKING CAPITAL CERTIFICATE

Certified that Shri/Smt./M/s. s/o/w/o and resident of has/have been maintaining a Saving Bank Account/Current Account/Fixed Deposit Account with this branch of Bank since and an amount not less than Rs..... (Rupees) has been available to the credit in his/her/their Account No. for the last six months.

(Signature with rubber stamp)

Bank Seal

for the Bank

ANNEXURE - VI

FOR CHANGE OF CONSTITUTION LIST OF DOCUMENTS/INFORMATION REQUIRED TO BE SUBMITTED

A. DOCUMENTS TO BE SUBMITTED

1. Copy of proposed partnership deed duly signed/proposed Memorandum of articles.
2. Attested copy/copies of valid Permanent Account Number in respect of each proposed partner.
3. An undertaking sworn in before a 1st Class Magistrate by all the partners to the effect that the new firm will take over all assets and liabilities.
4. Dissolution deed/consent of retiring partners/death certificate in case of death of a partner.

B. FURNISH THE FOLLOWING DETAILS IN RESPECT OF EACH PARTNER WITH WHOM CONTRACTOR'S FIRM WANT TO ENTER INTO PARTNERSHIP

- (i) Whether he is enlisted with Electricity Department/MES/Railway/P & T/State Electricity Department/Board.

- (ii) Whether he is a dismissed Government servant.
- (iii) Whether he is a partner/Director of any other firm enlisted with this Department/MES/Rly./P & T/State Electricity Dept./Board.
- (iv) Whether he is a member of Indian Parliament or State Legislature.
- (v) Whether his name has been black-listed or removed from the approved list of Contractors or demoted to lower class or orders if any issued for banning/suspending business with him by any department in the past.
- (vi) Whether he is a dismissed/removed/retired Government servant within 2 years.
- (vii) Whether he has any relative working in Electricity Department, if yes, give details.
- (viii) Whether he has any civil or criminal case pending in any court in India, if yes, give details.

Signature of Contractor

ANNEXURE - VII

APPENDIX - 54

PERFORMANCE REPORT OF CONTRACTORS

(Refer Para 35.5)

Period of Report: 1st July, 20..... to 30th June, 20.....

Part I

- 1. Contractor—
 - (a) Name
 - (b) Address
 - (c) Registered with (Department and Class and Reg. No.)
- 2. Work—
 - (a) Name
 - (b) Agreement amount
 - (c) Date of start
 - (d) Date of completion
 - (e) Progress till report (approximate percentage)

Part - II - Executive Engineer's Assessment

- 1. Quality of work
(Very Good, Good, Average, Poor, Very Poor)
 - (a) Materials used
 - (b) Structural work
 - (c) Finish
 - (d) Speed of execution
- 2. Sub-standard/defective work executed
(Yes/No. If yes, approximate value below)
 - (a) Defective works rejected
 - (b) Sub-standard work accepted at reduced rates
- 3. Was work delayed?
(Yes/No. If yes, approximate value below)
 - (a) Were reasons beyond control of Contractor?
 - (b) Was delay due to lack of Contractor's resources or lack of adequate efforts by Contractor?

4. Behaviour of Contractor and his employees
5. Is Contractor financially sound? (Yes/No)
6. Is Contractor litigious? (Yes/No)
Does he habitually prefer boosted up claims for arbitrations? (Yes/No)
7. Overall performance of Contractor
(Very Good/Good/Average/Poor/Very Poor)

Signature and Date
(Name) Executive Engineer
.....Division

Date: _____

Part - III - Superintending Engineer's Remarks

1. Does SE agree with EE's report and assessment?
(Yes/No. Specify points of disagreement, if any)
2. SE's overall assessment of Contractor
(Very Good/Good/Average/Poor/Very Poor)
3. Does SE recommend any disciplinary action
against the Contractor?
(warning, demotion, suspension of business
for a specific period, removal from list).

Signature and Date
(Name) Superintending Engineer
.....Circle

Date: _____

Part - IV - Chief Electrical Engineer's Remarks

Signature and Date
(Name) Chief Engineer
.....Zone

ANNEXURE - VIII

ELECTRICITY DEPARTMENT

APPLICATION FOR RENEWAL OF ENLISTMENT

(The applicant should study carefully the Rules of enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence)

CLASS.....

1. Name of applicant Shri/M/s.....
2. Nationality Indian..... Other.....
3. Address
Regd. Office.....
.....
.....

Head Office.....
.....
.....

4. Telephone Number..... Fax No.

5. Constitution	Individual	Sole Proprietorship concern
	Partnership Firm	Public Ltd. Company
	Private Ltd. Company	
6. If partnership firm, names of the partners/ /if Company, name of Directors	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
7. (a) Name of person holding power of attorney (b) Nationality (c) Liabilities	Indian	Other
8. Name of Bankers with full address	
9. Place of business	
10. Full time technical staff in applicant's employ:		
(a) Graduated Electrical Engineers with minimum 5 years experience	Nos.	
(b) Graduated Electrical Engineers with minimum 3 years experience [excluding (a) above]	
(c) Graduated Electrical Engineers with less than 3 years experience [excluded (a) and (b) above]	
(d) Diploma Electrical Engineers with minimum 3 years experience	
(e) Diploma Electrical Engineers with less than 3 years experience	
11. Does the applicant have sufficient T & P Machinery, equipment and workshop as per requirements mentioned in the Enlistment Rules for the class and category applied for (Attach details on separate sheet)	Yes	No.
12. Does the applicant possess valid Electrical Licence	Yes	No.
13. (a) Details of enlistment with Goa Electricity Department (i) Enlistment No. and Date (ii) Date of validity	
14. Is any person working with the applicant a near relative of any officer/official of the Electricity Department, Goa (see Rule 18 of the Enlistment Rules)	
If answer to above is yes, give details.	Yes	No.
15. Details of Works completed and in progress (which were secured during the last 5 years) (to be filled in proforma as given in Annexure-III). This list should include all works done whose gross amount of work done is more than the required magnitude for the class in which registration is required. Yes	No.	
16. Certificates:		
(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Contractors in the Electricity Department, Goa, as amended up to date and shall abide by them.		
(ii) I/We certify that I/We will not get myself/ourselves registered as Contractor(s) in the Department under more than one name.		
(iii) I/We certify that the information given above is true to the best of our knowledge. I/We understand that if any of the information is found incorrect, my/our enlistment is liable to be cancelled.		
(iv) I/We certify that I/none of the partners/Directors retired as an Engineer of Gazetted rank or as any Gazetted Officer employed on Engineering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government.		

(Strike out whichever is not applicable).

Signature(s) of applicant(s):

Name	Signature	Address
1.		
2.		
3.		
4.		
5.		
6.		

Date:

No. of documents attached

ANNEXURE - IX

DOCUMENTS ATTACHED FOR RENEWAL

Sl. No.	Document	Yes	No
1.	Attested copy of Power of attorney, if any.		
2.	Working Capital Certificate/Solvency certificate in original from Scheduled Bank in the proforma given in the Enlistment Rules. The certificate should be on the bank's letter head and in sealed cover and shall be addressed to the concerned Enlistment Authority.		
3.	Attested copy of valid Electrical License.		
4.	Attested copy of Enlistment order.		
5.	Attested copies of award letters for works included in Annexure - III.		
6.	Attested Income Tax Returns and PAN.		
7.	Certificates for tenders submitted by the contractor in Annexure - X.		

ANNEXURE - X

PROFORMA FOR GIVING CERTIFICATE FOR TENDERS SUBMITTED BY THE CONTRACTOR

Sub.: Renewal of Contractors as Class- () in Electricity Department, Goa.

Certified that M/s./Shri have submitted tenders for the following works:

Name of work	Date of tender	Estimated cost put to tender	Position of tender

Signature of Executive Engineer
with full address and office seal

GOVERNMENT PRINTING PRESS,
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